

Community Development Department

Core Services

Service	Description
Manage Federal HUD grants	Community Development Staff and/or individual program managers: Solicit, accept and review applications for Federal grant programs including CDBG, CDBG-R, HOME, NSP2, HPRP and ESG. Prepare consolidated plan and action plan for Council Review and submission to HUD. Administer grant-funded programs by creating and administering sub-recipient grant agreements, monitoring program compliance with contract and Federal regulations. Review, process, and track invoices, and enter financial and demographic data into HUD computer system.
Identify, create and administer Economic Development Programs	CD Director and staff: Create and administer an economic development program to encourage business activities in the City of Reading including business retention, attraction, and creation. Work with local, regional, state and federal partners to manage loan and grant programs, promote regulations to encourage business development, and provide access to business information and resources.
Issue Building, Plumbing, Electrical, Mechanical and Demolition Commercial Parking Lot and Dumpster Permits	Building Trades Inspectors: Review building plans for compliance with applicable codes and issue permits as required for construction and repairs. Conduct inspections before, during and after construction process, acting as mediator between contractor and citizens to ensure compliance with local and state standards and to enhance the safety of the built environment in Reading. Issue Certificates of Occupancy.
Review subdivision and land development applications, per the zoning and subdivision/land development ordinances	Planning Office and Zoning Administrator: Review all land development and improvement plans to determine compliance with Subdivision and Land Development Ordinance and other applicable standards to ensure safe, orderly growth and to enhance the health, safety and welfare of City residents. Serve as administrative support for the Planning Commission, Zoning Hearing Board and City Council Conditional Use Hearings, and respond to citizen inquiries and complaints.
Conduct Enforcement - Zoning	Zoning Officer: Respond to complaints about illegal and non-registered uses and construction; review properties for compliance with zoning regulations and commence enforcement actions for non-compliant uses and illegal construction.
Inspect properties for housing and façade grant programs	Rehabilitation Specialist: Conduct site inspection, work write-up, contractor selection, work progress monitoring and final sign-off for rehabilitation and renovation projects conducted with funds administered by the City of Reading including the Commercial and Residential Façade Programs, and HOME and NSP2 programs.
Administer the Historic District Ordinance	Historic Preservation Specialist: Review applications for Certificates of Appropriateness, consulting with applicants, architects and contractors to develop suitable plans for alterations, additions, and new structures in Reading's four historic districts. Serve as administrative support for the Historical Architectural Review Board and respond to citizen's inquiries, complaints and requests for information and technical assistance.
Administer the City's commercial and residential Façade Improvement Programs	Historic Preservation and Rehabilitation Specialists: Solicit, review and process applications for CDBG-funded Residential and Commercial Façade grant programs available in Reading's commercial core area and four historic districts. Assist applicants in obtaining Certificates of Appropriateness, provide technical assistance, inspect properties to develop work standards and review quality of work completed.

Fire Department

Core Services

Service	Description
Fire - Suppression and Rescue	Respond to ALL City emergency Fire calls. Rescue occupants, Protect threatened property, Confine the fire, Extinguish the fire, Overhaul the area of the fire & Salvage all valuables. Provide Rescue, both Vehicular (removal of trapped / injured occupants) and Technical (Confined Space, Rope (hi & low angle), Trench and Structural collapse. First responder calls (assist paramedics on all Advanced Life Support calls).
Fire - Hazardous Materials (Material Spill)	Containment of hazardous material spills / leaks to facilitate the protection of life, property, and the environment.
Fire - Prevention and Education	Fire prevention and public relations details at schools, neighborhood block parties, and other public events
Fire - Standby Services	Provide fire service protection at all hazardous situations (Bomb Squad Deployments, Fireworks displays) Provide assistance in fire inspection testing (Flow Tests)
Fire - Administration and Oversight (Fire Records)	City Emergency Management Coordinator (EMA) staff. Receive and process all revenue from EMS, permits, and plan review fees. Issuance of fire prevention permits, inspection certificates, and occupancy permits. Administration of the ambulance membership program. Provide oversight to the financial aspects of the operation. Monitor employee risk management.
Fire - Special Services (Fire Inspection)	<p>Training: Conducts all fire department training. Trains other City departments in various procedures.</p> <p>Fire Prevention:to provide comprehensive fire prevention and safety education to the diverse demographic population within the City of Reading with the goal of education delivery to all ages to reduce the loss of life from fire-related hazards, particularly among the very young and older adults. The ultimate goal of the City of Reading Fire Marshal's office is the protection of human life, property and the environment from fire.</p> <p>Public Relations: provide open and direct communications between the City of Reading Department of Fire & Rescue Services and the public. Assist or sponsor community minded activities and civic organizations which support the mission of the Reading Fire Department. Encourage a strong relationship between the fire marshal's office and the news media.</p> <p>Fire Code Enforcement: Enforce the International Fire Code as adopted and amended (PA-UCC), as well as the City of Reading International Fire Prevention Code as adopted (Local). Provide fire code enforcement and life safety inspections via an inspection program for existing structures. Regulate/verify the inspection, testing, maintenance, and monitoring of building and fire protection systems. Review all building plans both new and existing and complete certificate of occupancy inspections working directly with the Building-Trades Division. Review, approve, and list all fire protection system contractors that work within the City of Reading. Perform plan review and inspection for all designed and installed fire protection systems and performance event stand-by relative to fireworks shows and indoor pyrotechnic effects.</p> <p>Fire Investigation: Perform the detailed process of determining the origin, cause, circumstances, and development of fires and explosions in accordance with the practices and knowledge base of the relevant</p>
Fire - EMS	Respond to all City emergency medical calls. Provide non-emergency litter and wheelchair service. Provide contract service, litter and wheelchair, to participating facilities. Provide EMS, RIT (rapid intervention) ,and Fire Fighter rehab service at fire operations. Facilitate the ambulance membership program.

Police Department

Core Services

Service	Description
Police - 911 Emergency	Repond to and handle all emergency situations
Police - Complaints	Respond to and handle all calls for service from the public.
Police - Patrol	Patrol the City for criminal offenders, traffic violators, disturbances, dangerous conditions, and to provide service to citizens.
Police - Investigate Crime	Investigate crimes that have occurred and apprehend and prosecute offenders.
Police - Traffic Services	Investigate motor vehicle accidents and regulate traffic.
Police - Records	Record and document incidents and events.
Police - Regulatory Services	Provide regulatory services to remove abandoned vehicles, administer the tow ordinance, and supervise school crossing guards.

Property Maintenance Division

Core Services

Service	Description
PMD - Housing Compliance	Identify and gain compliance with housing codes.
PMD - Rental Registration	Administer rental registration and approval program. Discover illegal rentals and bring into compliance with ordinances and codes.
PMD - Complaint Investigation	Respond to complaints regarding potential code violations.
PMD - Health and Safety	Perform Health and Safety inspections.
PMD - Quality of Life	Enforce Quality of Life violations - trash, weeds, snow removal, feces removal, broken windows, etc...
PMD - Records	Maintain accurate and up-to-date property maintenance records.

Public Works Department

Core Services

Service	Description
PA One Call System	Under PA law, anyone performing excavation must file with the PA One Call System so that all utilities will mark their lines to avoid any conflicts. The City is obligated to respond to those requests and mark all City-owned, underground facilities.
Traffic Signal Maintenance	Beginning in 2010, the City handles maintenance of traffic signals with an outside contract. Work includes periodic inspection, replacement of bulbs and faulty components, and identification of signalized intersection deficiencies.
Utility Cut Permits	Any excavation within City right-of-way requires the issuance of a utility cut permit. The applications are reviewed, permits are issued, and construction work is inspected.
Trash - City Properties	Trash is collected at all City-owned properties and is delivered to a landfill for disposal. This service is completed with City personnel.
Snow Removal	Snow removal includes salting and plowing during and after winter storm events. Services are provided on all City streets and state roads within City limits.
Vehicle Maintenance	The entire City fleet is maintained at the City garage. City staff also assists with contract documents for new vehicle purchases. Emergency repairs are also provided both in the shop and at outside service calls.
Road Repairs	Pothole repair, crack sealing, and minor patching are all included. Streets personnel also responds to emergency calls for service. Traffic sign maintenance is also included.
Streetlight Maintenance	Streetlight maintenance is completed with an outside contract. Work includes periodic inspection and responses to work requests for bulb replacement and electrical service modifications.
Property Maintenance	Maintenance is performed on all City buildings. Plumbing, electrical, carpentry, masonry, and other specialty work are all completed. Coordination with outside contractors is essential to provide necessary services.
Grounds Maintenance	Maintenance is provided for the outside areas of all City properties. Mowing, weed control, snow removal, playground equipment maintenance, athletic field and equipment maintenance, and shrubbery maintenance are all included. Tree trimming, planting, and removal are also included.
Line Painting	Line painting is completed with an outside contract. Work includes double yellow and white passing lines, STOP bars, crosswalks, letters, arrows, and any other required markings.
Recreation Centers	The City operates major rec centers at 3rd & Spruce and 11th & Pike. The centers provide after school programs, homework assistance, computer access, and balanced hot meals. Summer programs are also run from the centers.